



United States Patent and Trademark Office OG Notices: 15 April 2003

SPECIAL MAIL STOPS FOR PATENT MAIL

Effective May 1, 2003, the United States Patent and Trademark Office has a new address for some mail. See Correspondence with the United States Patent and Trademark Office, 68 Fed. Reg. 14332 (March 25, 2003). The mail stop should generally appear as the first line in the address, but the term "Mail Stop" may be abbreviated "MS". Special mail stop designations should be used to allow forwarding of particular types of mail to the appropriate area as quickly as possible. Such mail may be forwarded to the appropriate area without being opened. Only the specified type of document should be placed in an envelope addressed to one of these special mail stops. If any documents other than the specified type identified for each special mail stop are addressed to that mail stop, they will be significantly delayed in reaching the appropriate area for which they are intended.

Some correspondence may only be submitted via the Office's electronic filing system (EFS). Instructions on how to file and what can be filed via EFS are posted on the Office's Internet Web site <http://www.uspto.gov> under the Electronic Business Center section.

Please address mail to be delivered by the United States Postal Service (USPS) as follows:

Mail Stop _____
Commissioner for Patents
P.O. Box 1450
Alexandria, VA 22313-1450

Please address mail to be delivered by other delivery services (Federal Express (Fed Ex), UPS, DHL, Laser, Action, Purolator, etc.) as follows:

U.S. Patent and Trademark Office
2011 South Clark Place
Customer Window, Mail Stop _____
Crystal Plaza Two, Lobby, Room 1B03
Arlington, Virginia 22202

Mail Stop Designations Explanation

Mail Stop 12	Contributions to the Examiner Education Program.
Mail Stop 313(c)	Petitions under 37 CFR 1.313(c) to withdraw a patent application from issue after payment of the issue fee and any papers associated with the petition, including papers necessary for a continuing application or a request for continued examination (RCE).
Mail Stop AF	Amendments and other responses after final rejection, other than an appeal brief.
Mail Stop Appeal Brief-Patents	For appeal briefs under 37 CFR 1.192 or reply briefs under 37 CFR 1.193(a).
Mail Stop Application Number	For fee and petitions under 37 CFR 1.182 to obtain date received and/or application number for patent applications prior to the Office's standard

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	notification (return post card, or the official "Filing Receipt", "Notice to File Missing Parts", or "Notice of Incomplete Application").
Mail Stop Comments-Patents	Public comments regarding patent related regulations and procedures.
Mail Stop Conversion	Requests under 37 CFR 1.53(c)(2) to convert a nonprovisional application to a provisional application and requests under 37 CFR 1.53(c)(3) to convert a provisional application to a nonprovisional application.
Mail Stop CPA	Requests for Continued Prosecution Applications (CPA's) under 37 CFR 1.53(d).
Mail Stop DD	Disclosure Documents or materials related to the Disclosure Document Program.
Mail Stop Design	The filing of all design patent applications that do not request expedited examination under 37 CFR 1.55.
Mail Stop EBC	Mail for the Electronic Business Center.
Mail Stop Expedited Design	Only to be used for the initial filing of design applications accompanied by a request for expedited examination under 37 CFR 1.155. (Design applicants seeking expedited examination may alternatively file a design application and corresponding request under 37 CFR 1.155 by hand-delivering the application papers and request directly to the Design Group Director's office.)
Mail Stop Issue Fee	All communications following the receipt of a PTOL-85, "Notice of Allowance and Fee(s) Due", and prior to the issuance of a patent should be addressed to Mail Stop Issue Fee, unless advised to the contrary. Issue fee payments can also be faxed to (703)746-4000. Assignments are the exception. Assignments (with cover sheets) should be faxed to (703)306-5995 or submitted in a separate envelope and be sent to Mail Stop Assignment Recordation Services, Director - U.S. Patent and Trademark Office as shown below.
Mail Stop Missing Parts	Reply to the Notice to File Missing Parts of Application and associated papers and fees. Note that such correspondence may also be faxed to: 703-746-4060.
Mail Stop MPEP	Submissions concerning the Manual of Patent Examining Procedure.
Mail Stop Non-Fee Amendment	Non-fee amendments to patent applications. (Use Mail Stop AF for replies after final rejection.)
Mail Stop Patent Application	New patent applications and associated papers and fees.
Mail Stop Patent Ext.	Applications for patent term extension and any communications relating thereto.
Mail Stop Petition	Petitions to be decided by the Office of Petitions including petitions to revive and petitions to accept late payment of issue fees or maintenance fees.
Mail Stop PGPUB	Correspondence regarding publication of patent applications not otherwise provided, including requests for early publication made after filing, rescission of non-publication request, corrected patent application publication, refund of publication fee.
Mail Stop PGPUB-ABD	Petitions under 37 CFR 1.138 to expressly abandon

	an application to avoid publication of the application.
Mail Stop PGPUB Drawings	Drawings to be included in a patent application publication (replacement drawings for drawings included with a patent application on filing).
Mail Stop PCT	Mail related to applications filed under the Patent Cooperation Treaty.
Mail Stop Provisional Patent Application	The filing of all provisional patent applications and any communications relating thereto.
Mail Stop RCE	Requests for continued examination under 37 CFR 1.114.
Mail Stop Reconstruction	Correspondence pertaining to the reconstruction of lost patent files.
Mail Stop Ex Parte Reexam	Requests for Reexamination for original request papers only.
Mail Stop Inter Partes Reexam	Requests for Inter Partes Reexamination for original request papers and for all subsequent correspondence other than correspondence to the Office of the Solicitor (see 37 CFR 1.1(a)(3) and 1.302(c)).
Mail Stop Reissue	All new and continuing reissue application filings.
Mail Stop Sequence	Submission of diskette for applications with sequence listings.

SPECIAL BOXES FOR TRADEMARK MAIL

Special box designations should be used to allow forwarding of particular types of trademark mail to the appropriate areas as quickly as possible. In addition to these box designations, filers are encouraged to indicate whether the contents of the envelope contain a fee. Envelopes containing a fee should be marked "FEE"; envelopes not containing a fee should be marked "NO FEE". Box designations and "FEE/NO FEE" indicators should appear on the envelope as well as on the cover sheet or first page of any document.

Please address mail to be delivered by the United States Postal Service (USPS) as follows:

Box
FEE (or NO FEE)
 Commissioner for Trademarks
 2900 Crystal Drive
 Arlington, Virginia 22202-3513

Mail Box Designations	Explanation
Box NEW APP FEE	New trademark applications and fees.
Box TTAB FEE	Oppositions, cancellation petitions, and ex parte appeals.
Box TTAB NO FEE	Interferences, motions, and extension requests.
Box STATUS NO FEE	Written status inquiries.
Box POST REG FEE	Affidavits, renewals, corrections and amendments.
Box RESPONSES NO FEE	Responses to Examining Attorneys' Office actions and Post Registration actions.

**SPECIAL MAIL STOPS APPLICABLE TO
BOTH PATENT AND TRADEMARK MAIL**

The following special mail stop designations are applicable to both patent and trademark related mail, and the recommendations for "Special Mail Stops for Patent Mail" (above) should be followed for the types of mail listed below.

Please address mail to be delivered by the United States Postal Service (USPS) as follows (unless otherwise instructed):

Mail Stop _____
Director of the U.S. Patent and Trademark Office
P.O. Box 1450
Alexandria, VA 22313-1450

Mail Stop Designations Explanation

Mail Stop 3	Mail for the Office of Personnel from NFC.
Mail Stop 6	Mail for the Office of Procurement.
Mail Stop 8	All papers for the Office of the Solicitor except communications relating to pending litigation and disciplinary proceedings; papers relating to pending litigation in court cases shall be mailed only to Office of the Solicitor, P.O. Box 15667, Arlington, VA 22215 and papers related to pending disciplinary proceedings before the Administrative Law Judge or the Director shall be mailed only to the Office of the Solicitor, P.O. Box 16116, Arlington, VA 22215.
Mail Stop 11	Mail for the Electronic Ordering Service (EOS).
Mail Stop 13	Mail for the Employee and Labor Relations Division.
Mail Stop 16	Mail related to refund requests.
Mail Stop 17	Invoices directed to the Office of Finance.
Mail Stop 24	Mail for the Inventor's Assistance Program, including complaints about Invention Promoters.
Mail Stop 171	Vacancy Announcement Applications.
Mail Stop Assignment Recordation Services	All assignment documents, security interests, and other documents to be recorded in the Assignment records. Note that documents with cover sheets faxed to (703)306-5995 are processed much more quickly than those submitted by mail.
Mail Stop Congressional Relations	Mail for the Office of Congressional Relations.
Mail Stop Document Services	All requests for certified or uncertified copies of patent or trademark documents.
Mail Stop EEO	Mail for the Office of Civil Rights.
Mail Stop Enforcement	Mail for the Office of Enforcement.
Mail Stop Interference	Communications relating to interferences and applications and patents involved in interference.
Mail Stop International Relations	Mail for the Office of International Relations.
Mail Stop M Correspondence	Correspondence related to maintenance fees other than payments of maintenance fees in patents. See below for the address for maintenance fee

Mail Stop OED payments.
 Mail for the Office of Enrollment and Discipline.

Maintenance Fee Payments

Payments of maintenance fees in patents not submitted electronically over the Internet at www.uspto.gov should be mailed to:

United States Patent and Trademark Office
P.O. Box 371611
Pittsburgh, PA 15250-1611

Deposit Account Replenishments

To send payment to replenish deposit accounts, send the payments to:

Director of the United States Patent and Trademark Office
P.O. Box 70541
Chicago, IL 60673